
B.1 What constitutes an Emergency Order?

An **Emergency Order** is an order that a customer must have delivered earlier than the normal delivery time the supplier is contracted to perform.



B.2 Access the Emergency Orders screen

The **Emergency Orders screen** is accessed by clicking the **Purchase** button on the **Shopping Cart** screen. This brings up the **Authorize Purchase** page, where the **Emergency Order** check box is located. The appropriate payment method will appear automatically: either credit card or MILSTRIP. If you are a credit card user, you must enter your PIN number, and if you are a MILSTRIP user, you must enter the appropriate DODAAC. Then click on the check box next to **Emergency Order**, and click on the **Submit** button.

https://medweb.dscp.dla.mil/pls/TEST/PO_SUBMIT.P_GENERATE?Order_Id_Value=39259 - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical material

Authorize Purchase

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Select Payment Method: Manual entry of MILSTRIP information

Please enter the Bill To Dodaac:

☒ Emergency Order

Submit

https://medweb.dscp.dla.mil/pls/TEST/PO_SUBMIT.P_GENERATE?Order_Id_Value=39248 - Microsoft Internet Explorer provided by DSCP

dmmonline
defense medical material

Authorize Purchase

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Select Payment Method: GSA IMPAC Credit Card

Please enter your 4-digit credit card PIN number:

☐ Emergency Order

Submit

This feature can only be accessed by an Order Authorizer.

B.3 Process an Emergency Order

After you click the **Submit** button on the **Authorize Purchase** page, the **Emergency Order** page is displayed. You process an Emergency Order by following the instructions on the page. The instructions state that "You must contact the supplier to confirm stock availability and to initiate the order. Please confer the **Delivery Order Number** to the supplier as this number will be used to reconcile billing for this order." Please note that you must call the supplier, speak to a representative, and manually enter the information you receive during that conversation into the application.

The supplier has the option of charging an **Emergency Processing Fee**. If the supplier does, then you must manually enter the amount the supplier quotes you into the **Emergency Processing Fee** box.

Click the **Submit** button to complete the order.

This is an emergency order. You must contact the supplier to confirm stock availability and to initiate the order. Please confer the delivery order number (SP020099D73040558) to the supplier as this number will be used to reconcile billing for this order.

A. Daigger & Company Inc.'s Phone Number: 800-621-7193

Listed below is a summary of your order.

Quantity	Part Number	Product Name	Document Number	Price	Ext. Price
1	1846F	BEAKER 250ML PP 50/PK 500/CS	SC02002114TSTA	\$362.87	\$362.87
		Order Summary	SC02002114TSTB		

Delivery Order Number: SP020099D73040558

Emergency Processing Fee **Submit**

Please return to the cart if you need to make any adjustments to quantities.

Return to Cart